

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department Placement Services Bureau is seeking a well-qualified and highly motivated individual to fill the position of Intermediate Typist-Clerk.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and currently holding the payroll title of **Intermediate Typist-Clerk** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Michael Verner, Probation Director
3530 Wilshire Blvd, 4th Floor
Los Angeles, CA 90010
Phone: (213) 351-0125
Fax: (213) 637-0036

Please email documents to:
Michael.Verner@probation.lacounty.gov with the subject line "Intermediate Typist-Clerk."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Strong verbal and written communication skills;
- Strong organizational skills and ability to manage multiple tasks;
- Highly proficient in various computer programs including Word and Excel;
- Experience working with Child Welfare Services/Case Management System (CWS/CMS);
- Experience working with current and former foster youth;
- Good working knowledge of the Los Angeles County Independent Living Program.

Duties

- Checks documents for completeness, accuracy and compliance with Federal and State fiscal requirements for Independent Living Program funding;
- Answers questions and gives information to the public concerning Independent Living services, check disbursement, housing, complaints, etc.;
- Prepares monthly and weekly reports as required;
- Maintains compliance with auditor controller requirements as outlined in the County Fiscal Policy;
- Enters fiscal related data into eCAPS and/or ESILP tracking system as required;
- Cancels, receives and processes checks and reviews documents for accuracy;
- Maintains log for uncashed warrants;
- Files Transitional Independent Living Plans, requests for funds and fiscal documents as required;
- Routes telephone calls to the appropriate parties and provides general information as requested.

Vacancy Information

This transfer opportunity is located at 3530 Wilshire Blvd, Los Angeles, CA 90010.

THIS IS NOT A CIVIL SERVICES EXAMINATION.

Available Shift

Day

Contact Name

Michael Verner

Contact Phone

(213) 351-0125

Contact Email

Michael.Verner@probation.lacounty.gov

Job Field

Clerical

Job Type

Administrative Support

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